



**SUPERVISING REGISTERED NURSE II,
CORRECTIONAL FACILITY**

**SUPERVISING REGISTERED NURSE III,
CORRECTIONAL FACILITY**

Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE OPEN - DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit an Examination Application (Std. Form 678) and a Supplemental Application to the address listed below:

NOTE: If you are applying for both classifications, please submit **both** of the necessary Supplemental Applications and a separate Examination Application for each exam.

By mail with:	or	In person with:
Department of Corrections and Rehabilitation Selection Services Section P.O. Box 942883 Sacramento, CA 94283-0001 (916) 322-2545		Department of Corrections and Rehabilitation Selection Services Section 1515 “S” Street, Room 522-N Sacramento, CA 95814 (916) 322-2545

If you are personally delivering your application(s), you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Applications for Supervising Registered Nurse, CF II and III can be downloaded from State Personnel Board’s website at www.spb.ca.gov or CDCR’s website at www.cdcr.ca.gov, or copies may be obtained by calling or going to either the address above or one of the institutional personnel offices.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S) Supervising Registered Nurse II, CF

\$7,099.60* Per month

***This salary includes pay differential enhancements to the base salary as authorized December 1, 2005, and applies to all Supervising Registered Nurse II, CF appointed to Adult Institutions and Division of Correctional Health Care Services.**

***Effective February 1, 2006, the above salary which includes pay differential enhancements to the base salary has been authorized to new Supervising Registered Nurse II, CF appointed to Juvenile Institutions within the Division of Juvenile Justice.**

Additionally, R&R Bonuses are offered at various locations throughout the state as identified below:

- \$400 monthly R&R Bonus for all adult Institutions
- \$450 monthly R&R Bonus for all juvenile facilities
- \$600 monthly R&R Bonus (Salinas Valley State Prison and Correctional Training Facility only)
- \$1,500 (one-time payment) – upon completion of one qualifying pay period (All Adult Institutions-applies to those appointed new to state service on or after 1/01/03).
- \$1,500 (one-time payment) – upon completion of six consecutive qualifying pay periods (All Adult Institutions-applies to those appointed new to state service on or after 1/01/03).
- \$1,000 (one-time payment) – upon completion of 18 consecutive qualifying pay periods (All Adult Institutions-applies to those appointed new to state service on or after 1/01/03).

Base Salary
\$4,843.00 - \$5,833.00 Per month

Supervising Registered Nurse III, CF

\$7,431.30* Per month

***This salary includes pay differential enhancements to the base salary as authorized December 1, 2005, and applies to all Supervising Registered Nurse III, CF appointed to Adult Institutions and Division of Correctional Health Care Services only.**

Additionally, R&R Bonuses are offered at various locations throughout the state as identified below:

- \$400 monthly R&R Bonus for all adult facilities
- \$450 monthly R&R Bonus for all juvenile facilities

SALARY, CONTINUED	<ul style="list-style-type: none">\$400 (for incumbents who are assigned full responsibility as the Director of Nursing of a licensed general acute care hospital at the California Institution for Men, California Medical Facility, California Men's Colony and Corcoran State Prison.)\$1,500 (one-time payment) – upon completion of one qualifying pay period (All Adult Institutions applies to those appointed new to state service on or after 1/01/03).\$1,500 (one-time payment) – upon completion of six consecutive qualifying pay periods (All Adult Institutions-applies to those appointed new to state service on or after 1/01/03).\$1,000 (one-time payment) – upon completion of 18 consecutive qualifying pay periods (All Adult Institutions-applies to those appointed new to state service on or after 1/01/03). <div>Base Salary \$5,286.00 - \$6,381.00 Per month</div>
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BENEFITS	<div>Both classifications<ul style="list-style-type: none">Deferred Compensation Plans (Savings pool, 401k and 457 plans)\$100 Monthly Bilingual Differential Pay75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)75% Reimbursement of Public Transit Passes, \$65 maximum per monthFlexible work hours (management discretion)Pre-tax parking (where applicable)Fourteen (14) paid holidaysGenerous paid vacation/sick leave or annual leaveJury duty/military/bereavement leaveHealth, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)Pre-retirement death benefitDependent Care ProgramLong Term Insurance (CalPERS)Home Loan Program (CalPERS)Legal ServicesEmployee Assistance ProgramWork and Family Advisory CommitteeUp to \$450 annual Uniform AllowanceReimbursement of License Renewal Fees (Actual Cost)Evening and Night Shift Differential PayCalifornia Public Employees' Safety Retirement System (Exempt from paying into federal Social Security System)</div> <div>Educational funding may be available through the following programs (Contact a Health Care Recruiter for additional information):<ul style="list-style-type: none">Health Professions Education Foundation Scholarship and Loan Repayment ProgramState Registered Nurses Scholarship Program</div>
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MINIMUM QUALIFICATIONS	<div>Supervising Registered Nurse II, CF<p>Possession of a current license as a registered nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.) And</p><div>Either I<p>Experience: One year of experience in the California state service performing the duties of a Supervising Registered Nurse I, Correctional Facility.</p></div><div>Or II<p>Experience: Three years of experience in the California state service performing the duties of a Registered Nurse, Correctional Facility.</p></div><div>Or III<p>Experience: Three years of registered nursing experience within the last five years, one year of which must have been in a supervisory capacity, and two years of which must have been in a general acute care hospital. (Possession of a Bachelor of Science Degree in Nursing or a Master's Degree in Nursing may be substituted for one year of the required experience.)</p></div></div> <div>Supervising Registered Nurse III, CF<p>Possession of a current license as a registered nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.) And</p><div>Either I<p>Experience: One year of experience in the California state service performing the duties of a Supervising Registered Nurse II, Correctional Facility.</p></div><div>Or II<p>Experience: Three years of experience in the California state service performing the duties of a Supervising Registered Nurse I, Correctional Facility.</p></div><div>Or III<p>Experience: Four years of registered nursing experience (within the last ten years) in a licensed general acute care hospital, two years of which must have been in an administrative or supervisory capacity. (Possession of a Bachelor of Science Degree in Nursing or a Master's Degree in Nursing may be substituted for one year of the required experience.)</p></div></div> <div>Both classifications<p>Special Personal Characteristics: Empathetic understanding of patients in a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.</p><p>Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/wards. Assignments may include sole responsibility for the supervision of inmates/wards and/or the protection of personal and real property.</p><p>Candidates who are within six months of completing the experience requirements will be admitted to the examination; but they must complete all requirements before they will be considered eligible for appointment.</p><p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example,</p></div>
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MINIMUM QUALIFICATIONS, CONTINUED	<p>candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Applicants must show their Registered Nursing License number, title, and expiration date on their Examination Application (Std. Form 678).</p>
EXAMINATION PLAN	<p>This examination will consist of a Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled “How to Apply” for information on where to obtain a copy of the supplemental application and other needed materials.</p> <p>Candidates who meet the “Minimum Qualifications” will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY. Candidates who do not return the completed supplemental application will be eliminated from this examination.</p> <p>Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%</p> <p>Scope: <u>Both Classifications</u></p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">Professional nursing principles and techniquesDisease process and treatment modalitiesAppropriate administration of medicationsPrinciples and procedures of infection controlPrinciples of effective verbal, written and group communicationsPrinciples of personnel managementLaws and regulations governing nursing practicePrinciples of effective supervisionA Manager’s/supervisor’s responsibility for promoting Equal Employment Opportunity (EEO) in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassmentPrograms in a State correctional facility of the Department of Corrections and Rehabilitation <p>B. Ability to:</p> <ol style="list-style-type: none">Plan, organize, direct, and supervise the work of a staff of nurses and other health care staffApply nursing principlesAssess, evaluate and document patient’s symptoms and behaviorAnalyze situations accurately and take effective actionMaintain effective working relationships with health care professional and othersEffectively promote EEO and maintain a work environment that is free of discrimination and harassmentCommunicate effectively
ELIGIBLE LIST INFORMATION	<p>The resulting eligible lists will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the lists in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the lists warrant a change in this period.</p>
POSITION DESCRIPTIONS AND LOCATION(S)	<p>Supervising Registered Nurse II, CF The Supervising Registered Nurse II, CF is the second supervisory level in the series. Incumbents work in a correctional facility either (1) directing nursing services in a licensed inpatient care facility other than a general acute care hospital; or (2) directing nursing services as a shift supervisor in a licensed general acute care hospital; or (3) directing nursing services as an assistant to the director of nursing at a licensed general acute care hospital.</p> <p>Supervising Registered Nurse III, CF The Supervising Registered Nurse III, CF is the full supervisory level in the series. Incumbents work in a correctional facility directing nursing services in a licensed general acute care hospital and/or out-patient program area.</p> <p>Position(s) exist at various institutions located throughout the state and headquarters in Sacramento within the Department of Corrections and Rehabilitation.</p>
VETERANS POINTS/ CAREER CREDITS	<p>Veteran’s Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran’s Preference Points. Career credits will not be granted in this examination.</p>

GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and on line at www.spb.ca.gov.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

GENERAL INFORMATION, CONTINUED

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS